



**VIETNAM 50<sup>th</sup> COMMEMORATION**  
**PLANNING GROUP**  
City Hall Council Chambers  
vietnam50@milwaukieoregon.gov

**ACTION NOTES**

July 9, 2015, 4:00 p.m.

Present: Karen Chaney (Legion) Mary Jo Cartasegna (County) Dave Aschenbrenner (CMI)  
Jerry Craig (Legion) Scott Churchill (City) Carol Chandler (volunteer)  
Mike Harryman (Legion) Bill Monahan (City) Susie Hix (Stehn's)  
Linda Hedges (Legion) Mitch Nieman (City) Mike Jorgensen (CVS)  
Mike Lueck (Legion) Scott Stauffer (City) Mike Miller (CMI)  
Dick Messmer (Legion) Della Shanley (Parade) Reni Nowling (PGR)  
Robert Ryan (Legion) Jason Wachs (City) Chuck Shannon (NCSD)  
Dean Syron (Legion) Grady Wheeler (City) Ed Zumwalt (citizen)

**1. CALL TO ORDER: Mr. Lueck called the meeting to order at 4:02 p.m.**

**2. The Moving Wall Event**

Parade

**Mr. Wachs** reported that buses will cross Main Street during the parade.

Route Update

**Mr. Wachs** reported that the parade route will begin on Hannah Harvester Drive, turn left onto Main Street, and will turn left onto Washington Street; at 21<sup>st</sup> Avenue most participants will turn right onto 21<sup>st</sup> Avenue and proceed onto Lake Road and then Willard Street, and will disperse on 27<sup>th</sup> Avenue; antique military vehicles and veteran groups who need to access the Milwaukie High School (MHS) field from Washington Street will proceed passed 21<sup>st</sup> Avenue on Washington Street to MHS.

The group discussed the parade route and groups that need to proceed on Washington Street to MHS.

**Councilor Churchill** expressed concern about the identification of politicians in the parade. The group discussed politicians in the parade and their placement and identification in the parade line-up.

Pamplin Media Insert

**Mr. Nieman** reviewed the publication timeline of the Vietnam Memorial Wall ad and media insert:

PUBLICATION PIECE	DATE	NEWSPAPER
¼ Page Ad	July 1	Clackamas Review and Oregon City News
	July 8	Clackamas Review and Oregon City News
	July 9	Portland Tribune
	July 22	Clackamas Review and Oregon City News
	July 23	Portland Tribune
12-page Media Insert	July 15	Clackamas Review and Oregon City News
	July 16	Portland Tribune

**Mr. Nieman** noted that there have been articles in the City's newsletter *The Pilot*, on social media, and he reported that Pamplin Media will be printing an additional 1,000 copies of the media insert, giving the group 2,000 inserts to distribute daily at the Wall site.

The group agreed to distribute the 2,000 inserts on a per-daily-basis at the following numbers:

THURSDAY 7/23	FRIDAY 7/24	SATURDAY 7/25	SUNDAY 7/26
300	400	1,000	300

The group discussed posting a one-page daily schedule around the Wall site and online. The group agreed that printing paper flyers was not cost effective or necessary.

**Mr. Nieman** said he would follow-up on the cost of poster boards for the 3 gate entrances and the information booth.

#### Buses and Drivers

**Mr. Craig** reported that there is still a need for buses and drivers, and the group mentioned several possible companies to charter buses or pedi-cab drivers.

#### Review Retail Items and Pricing

**Mr. Nieman** reviewed the pricing for the retail items including the t-shirt, lapel pin, and posters.

The group agreed that t-shirts should be priced at \$10, the lapel pin at \$5, and the poster at \$2. It was noted that the post cards would be free and that volunteers will need to man the retail booth.

#### CCGC Camera Locations and Connections to Audio

**Mr. Stauffer** reported that Willamette Falls Media Center (WFMC) and the Clackamas County Government Channel (CCGC) would be recording the parade and Saturday ceremony for free and airing them live on cable. He also noted that the City would stream the parade live online.

The group discussed finding photographers for historical and grant reporting purposes.

#### Review of Near-Final Schedule, Saturday Ceremony Schedule, and Casualties Lists

**Mr. Stauffer** reviewed the daily schedule and Saturday ceremony schedule, and discussed the Casualties Lists to be read throughout the 4 days.

The group agreed that the Casualty Lists should be read as "First, Middle, Last Names, and Suffix if applicable" with a pause between each name.

**Mr. Craig** noted the need for speakers to keep their remarks brief to accommodate the schedules of the bands playing before and after the Saturday schedule.

The group discussed identifying the number of chairs needed for speakers, to layout the speaker area.

**Ms. Cartasegna** noted that the Clackamas Board of County Commissioners (BCC) would be flexible in terms of the order in which they read the Casualty Lists.

The group discussed volunteer schedules on Thursday July 23 and it was noted that the volunteers setting-up the Wall at 8:00 a.m. are different from the volunteers who will staff the wall at noon.

#### Confirmed Lighting Plan

**Mr. Shannon** reported that Hollywood Lights would set-up their equipment on Wednesday July 22 and that sound and all site checks would be scheduled to occur on that day. He noted that he would be following-up with Mr. Stauffer on platform angle and placement. He confirmed that the computers for looking up names on the Wall would be set-up Wednesday and would be brought in each evening. He also reported that the school district had approved use of the showers for re-enactors and staff staying overnight on-site at MHS.

#### Service Organizations

**Mr. Craig** reported that there would be 12 service organizations on the field at some point during the 4-day event. He noted the concern about Agent Orange among Vietnam veterans.

#### Milwaukie Historical Society Table

**Mr. Stauffer** reported that the Milwaukie Historical Society had asked to place tables at each site entrance to offer an opportunity for visitors to record their emotions or leave comments. The Historical Society would then compile the remembrances into a book for the community to remember the event.

**Ms. Hedges** and **Mr. Aschenbrenner** noted the Historical Society's desire to include photos in the remembrance book as well.

### Volunteer Recruitment

**Ms. Hedges** reported that most shifts had been filled and that there was still a need for parking volunteers. She noted that about 130 volunteers had been recruited to-date.

**Mr. Nieman** reported that about 42 volunteers had been recruited for the parade to-date.

**Mr. Shannon** confirmed that there was a port-a-potty on-site at Milwaukie Elementary School.

### Food for Volunteers

**Ms. Chaney** reported that the American Legion had received several donations from local grocery stores and companies so the Legion could feed the volunteers during the 4-day event.

**Mr. Craig** confirmed that the US Army 234<sup>th</sup> Band would have their own food, but that the American Legion Post 185 Band would need to be fed by the Legion.

### Budget and Fundraising

**Mr. Craig** reported that the to-date \$34,357 had been raised and about \$20,000 had been committed. He reported that the Chinook Winds Casino grant had not come through and he noted that donations are still being accepted.

### Other Topics

The group discussed the motorcycle escort for the Wall from the hotel at Jantzen Beach to Milwaukie.

**Mr. Lueck** reported that the route would begin at Jantzen Beach, proceed down NE Marine Drive in Portland, turn on to Interstate-205 and arrive at Milwaukie via Oregon Highway 224.

**Ms. Nowling** estimated that there would be more than 20 Patriot Guard Rider (PGR) motorcycles.

**Mr. Lueck** noted the participation and support of the Milwaukie Police Department and the Portland Police Bureau. He also discussed his conversations with the City of Portland regarding any required permit for the motorcycle escort. He noted that the escort would commence at 8:30 a.m. on Thursday July 23 and arrive at Milwaukie no later than 9:30 a.m.

The group suggested Mr. Lueck contact Multnomah and Clackamas Counties and the Oregon State Police to make them aware of the motorcycle escort.

**Mr. Craig** reported that he had yet to hear any confirmation from the Royal Rosarians about their participation in the ceremony on Saturday. He confirmed that he had given them until Monday July 13, 2015, to confirm their participation.

The group noted that Ms. Shanley had been coordinating with the Portland Rose Festival for assistance.

**Ms. Nowling** suggested that the Marine League and Civil Air Patrol may be able to provide volunteers for the parking lots.

**Mr. Shannon** suggested that the Clackamas County Sheriff's Office be asked to provide police presence for visitors leaving the Elks Club parking lot on McLoughlin Blvd.

The group discussed the route buses would take to MHS from the parking lots.

**Mr. Lueck adjourned the meeting at 5:16 p.m.**

Next Meeting: **Thursday 7/16/2015 at 4 p.m. at Milwaukie City Hall**

### **FOLLOW-UP ITEMS:**

- Mitch Nieman: poster board costs for posting daily schedule around MHS site.
- Mitch Nieman: check with Portland Trolley Co. and pedi-cab drivers.
- Scott Stauffer: prep Casualty Lists for readers
- Scott Stauffer: follow-up with Chuck Shannon on Wall angles and placement
- Scott Stauffer: clean-up Historical Society flyer and send to Greg Hemer
- Scott Stauffer: notify TMW drivers about escort plans